



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

Canc: Dec 15

TRARONNINENOTE 5060

N0

6 Oct 14

TRARON NINE NOTICE 5060

From: Commanding Officer, Training Squadron NINE

Subj: TRAINING SQUADRON NINE CHANGE OF COMMAND

Ref: (a) U.S. Navy Regulations
(b) OPNAVINST 1710.7 Series

Encl: (1) Departmental Responsibilities
(2) Duty Assignments
(3) Sequence of Events

1. Purpose. To promulgate information and assign responsibilities for the Change of Command Ceremony.

2. Discussion. In accordance with reference (a), Commander Charles G. Paquin, U.S. Navy, will be relieved by Commander Chris J. Demchak, U.S. Navy, as Commanding Officer, Training Squadron NINE (VT-9) at 1000, 06 March 2015. The ceremony will be held in the West Bay of Hangar 1 at NAS Meridian, Mississippi.

3. Attendance.

- a. All VT-9 personnel not on leave or directed to be elsewhere shall attend the ceremony.
- b. Military and civilian personnel attached to NAS Meridian commands and their spouses or guests are invited to attend the ceremony.
- c. Additional military and civilian guests are invited by special invitation.
- d. Guests will be escorted and seated in accordance with precedence and reference (b).
- e. Guests are requested to be seated by 0950.

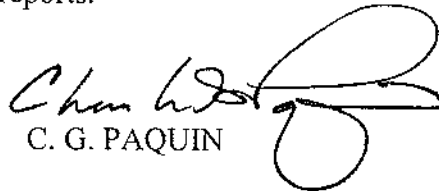
4. Uniform for Ceremony Participants.

a. Navy Officers: Full Dress Blues, Medals – no gloves (Adjutant and Platoon Commanders with swords and gloves). Officers in ranks: Full Dress Blues, Medals – no gloves.

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- b. Navy Enlisted: Service Dress Blues – no gloves.
 - c. Marine Officers: Dress Blue “A” – no gloves (Adjutant and Platoon Commanders with swords with gloves). Officers in ranks: Dress Blue “A” – no gloves.
5. Attire for Guests.
- a. Navy: Service Dress Blues.
 - b. Marine: Dress Blue “D”
 - c. Other Services: Service Dress or equivalent.
 - d. Civilians: Semi-formal attire (business or church appropriate).
6. Foul Weather Plan. The ceremony will be held inside the hangar with the doors positioned as appropriate for the weather. If severe weather is forecasted, requiring hangaring of all aircraft, the ceremony will be shifted to Base Chapel.
7. Action. All squadron personnel shall familiarize themselves with this note and its attachments.
- a. Enclosure (1) delineates tasks which must be completed to properly transition command from the incumbent to the prospective officer.
 - b. Enclosure (2) assigns personnel and duties for the rehearsal and ceremony.
 - c. Enclosure (3) contains the sequence of events for the rehearsal and ceremony.
 - d. Departments Heads will ensure that their departments are prepared in all respects for the Change of Command (COC), including completion of any material or monetary inventories and the preparation and submission of appropriate reports.


C. G. PAQUIN

Distribution:
TRARONNINEINST 5216.1 Series
List I

DEPARTMENTAL RESPONSIBILITIES

1. Executive Department.

a. Executive Officer (XO) – **CDR Demchak**

<u>Due</u>	<u>Action</u>
12 Feb	Coordinate Commodore and VIP participation in ceremony.
18 Feb	Coordinate Commanding Officer's (CO's) end of tour (EOT) award with Training Air Wing ONE (TW-1/CTW-1).

b. Commanding Officer's Secretary – **Jerri Mixon**

<u>Due</u>	<u>Action</u>
03 Dec	Assemble guest list.
09 Jan	Address and mail invitations.
13 Feb	RSVP list.
02 Feb	Distribute Officer Fitness Reports (FITREP) worksheets.
05 Feb	Assist CO and XO with preparation of printed speeches.
02 Mar	Print programs for COC.
06 Mar	Ensure posting of new CO policy statements.
06 Mar	Revise TRARON NINE Notices 5000 and 5001.

c. Senior Watch Officer – **Major Hall**

<u>Due</u>	<u>Action</u>
06 Feb	Ensure that squadron watches and commitments are de-conflicted with Training Squadron SEVEN (VT-7). Arrange for VT-7 coverage of Squadron Duty Officer (SDO) watch during ceremony.

d. Change of Command Coordinator – **LT Acton**

<u>Due</u>	<u>Action</u>
05 Dec	Order Invitations
05 Dec	Arrange for Band.
05 Dec	Arrange for Color Guard.
05 Dec	Arrange for Honors Boatswain's Mate, bell and bell ringer.
05 Dec	Coordinate with CO for Guest Speaker.
05 Dec	Reserve CBQ VIP Suite/Skills room for Guest Speaker, and suites for VIPs and guest of CO/XO if required.
05 Dec	Arrange for Chaplain.
07 Jan	Coordinate with OPSO to assign participants for side boys (8 Students, 4 Navy/4 Marine) and transfer of colors (re-designation of A/C 109).
03 Feb	Arrange for two (2) Navy staff cars and drivers (to be used if required).
04 Mar	Schedule COC practice.
05 Mar	Coordinate COC practice.
06 Mar	Assemble official party in CTW-1 office NLT 0945 in preparation for ceremony and piping aboard honors.

2. Administrative Department.

a. Administrative Officer – **LCDR Phillips**

<u>Due</u>	<u>Action</u>
09 Dec	Submit EOT award draft to XO, due to CNATRA via TW-1.
06 Feb	Inventory department minor property account equipment.
16 Feb	Submit message report of normal relief to CTW-1 and CNATRA.

20 Feb	Ensure appropriate Command Policy Statements ready for new CO signature.
06 Mar	Serialize and mail Letters of Appreciation.
06 Mar	Submit new confidential statement of affiliation for new XO.
06 Mar	Revise TRARONNINE Notice 5402.

b. Public Affairs Officer – **LT Starsmore**

<u>Due</u>	<u>Action</u>
02 Feb	Mail press release to Naval Aviation News, Navy Times, Tailhook Association (to include Hook Magazine and Wings of Gold Magazine), NAS PAO, Skyline, and others as directed.
02 Feb	Submit request memo for announcement in NAS Meridian POW (NAS Admin).
02 Feb	Prepare Plaque, Farewell Gift and Framed Picture for CO Farewell.
02 Feb	Order COC cake.
02 Feb	Arrange for photographic coverage of ceremony including videotaping (Base PAO).
18 Feb	Prepare seating chart and place cards.
20 Feb	Ensure Base Marquis will have proper message (Base PAO).

c. First Lieutenant – **LT Kohlmann**

<u>Due</u>	<u>Action</u>
15 Jan	Obtain PXO photos for ladderwell and squadron picture board.
15 Jan	Order new name sign for PXO for squadron ladderwell.
20 Feb	Organize and supervise setup and clean-up working parties for stage, chairs, signal flags, backdrop American flag, red carpet and 5" shells.

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|--------|--|
| 20 Feb | Inform station security, post direction signs, mark VIP guest parking, and ensure American flags will be appropriately displayed along main gate road (Base Security). |
| 20 Feb | Arrange for platform, chairs, bunting, signal flags, PA system, water and glasses. |
| 20 Feb | Ensure all VT-9 spaces are painted to standards and coordinate with Wing Supply to ensure space maintenance will be concluded prior to 04 March. |
| 03 Mar | Conduct an all-hands "field-day" in all VT-9 spaces. |
| 04 Mar | Ensure hangar spaces are cleaned and prepared for COC. |
| 06 Mar | Configure squadron with new nameplates, ladderwell picture, and photoboard picture with new CO/XO names and pictures during the ceremony. |

d. Officers' Mess Treasurer – **LT Starsmore**

- | <u>Due</u> | <u>Action</u> |
|------------|---|
| 20 Feb | Conduct Mess inventory, audit and prepare a report for the incoming President of the Mess (XO). |

3. Operations Department.

a. Operations Officer – **LCDR Rowland**

- | <u>Due</u> | <u>Action</u> |
|------------|--|
| 06 Feb | Inventory department minor property account equipment. |
| 06 Feb | Coordinate with CTW-1, Rolls Royce, L-3, Public Works and NAS Activities (to include dumpster truck operations) to ensure quiet hours are observed during ceremony. |
| 02 Mar | Schedule Field Day for all hands. |
| 02-06 Mar | Ensure flight schedule allows sufficient time to prepare for COC. Designate available personnel to be Escorts for ceremony. Assign sideboys (8 student 4Navy/4 Marine) and a student for transfer of colors (re-designation of A/C 109). |
| 02-06 Mar | Coordinate scheduling issues for 05 March COC practice and 06 March COC Ceremony. |

Enclosure (1)

4. Safety Department.

a. Safety Officer – **LCDR Bell**

<u>Due</u>	<u>Action</u>
06 Feb	Inventory departmental minor property account equipment.
06 Feb	Coordinate with Fire Department to arrange for Corpsman and Ambulance.
20 Feb	Prepare appropriate Command Policy Statements for new CO signature.

5. Contract Maintenance.

a. Maintenance Liaison Officer – **Major Kahn**

<u>Due</u>	<u>Action</u>
02 Feb	Coordinate with Rolls Royce and L-3 Maintenance to prepare CO and XO aircraft for COC ceremony.
12 Feb	Arrange for T-45C aircraft 109 (or other designated aircraft if 109 unavailable) to be correctly positioned for the ceremony.
12 Feb	Arrange for CDR Demchak's appropriate information to be painted on the canopy rail of 109 and arrange for it to be covered with a quickly removable card with CDR Paquin's information on it for the ceremony.

6. Senior Marine – **Major Hall**

<u>Due</u>	<u>Action</u>
18 Feb	Develop squadron formation plan for the hangar bay including positioning of Navy and Marine officers, students and designation of division officers for each formation.
05 Mar	Conduct manual of arms drill with division officers and adjutant in conjunction with ceremony rehearsal.
06 Mar	Form up officers and students 15 minutes prior to ceremony.

DUTY ASSIGNMENTS

1. Ceremonial Responsibilities. Responsibilities directly related to the ceremony are assigned as follows:

- a. Adjutant. Prospective XO, **CDR D'Antonio**.
- b. Coordinator. **LT Acton** is designated the overall coordinator and is responsible for proper protocol.
- c. Narrator. Narrator for the ceremony will be **LT Acton**.
- d. Public Affairs Officer. **LT Starsmore**, as the Public Affairs Officer (PAO), shall be responsible for coordinating internal and external media coverage of the event.
- e. Officer-In-Charge of Escorts. **Captain Stoffel** is designated as the Officer-In-Charge (OIC) of Escorts and shall be responsible for instructing the escorts in their duties and posting and supervising the escorts during the ceremony. Escorts will be **LT Mosley**, **LT Grelle**, and **LT Clay**.
- f. Color Guard. **LT Acton** is responsible for coordinating the Color Guard. The Navy Color Guard will march in and the Navy Color guard will march out.
- g. Honors Boatswain's Mate.
- h. Band/Music. **LT D'Antonio** is in charge of the band and public address system for the Change of Command ceremony. If a band is unavailable, ensure that recorded copies of all music that may be required are available. Ensure the sound system is properly set up and music is properly coordinated.
- i. Chaplain. **TBD**.

SEQUENCE OF EVENTS

1. Two Days Prior. (04 Mar)

<u>Time</u>	<u>Action</u>
1000	General cleaning of squadron spaces.
1500	COC Briefing: CO, XO, Adjutant, COC Coordinator, Division Officers, PAO, and First Lieutenant.

2. One Day Prior. (05 Mar)

<u>Time</u>	<u>Action</u>
0700	Empty out and clean ceremonial area of hangar. Selectively turn off noisy overhead lights.
1000	Assemble reviewing stand. Test PA system. Hang backdrop flag. Dress ceremonial area of hangar with signal flags, red carpet, etc. in accordance with Enclosure (3).
1400	Ceremony rehearsal with swords, gloves and covers. (Adjutant, Narrator, Officers, Color Guard, Sideboys, Honors Boatswain's Mate, OIC of Escorts, Senior Marine, Bells, podium and sound system).
1600	Clear parking area and test public address system.

3. Day of Ceremony. (06 Mar)

<u>Time</u>	<u>Action</u>
0830	Escort OIC: Muster Traffic directors and escorts (Pool Students).
0845	Band and Color Guard arrive. Traffic Directors and Escorts take their posts.
0930	Color Guard and photographer arrive.
0945	Band: Plays Officers' Call, then 3 minutes of music. All Squadron Officers: Fall in as platoon at open rank and close interval. Platoon CDRs: dress formations, " At close interval, dress right, dress. " " Ready, Front. "

Narrator: Posted at podium.

Boatswain's Mate and Sideboys: Fall in.

0950 Band: Plays Adjutant's Call, then 5 minutes of music.

Escort OIC and escorts: encourage all guests shall be seated.

0955 Adjutant marches down the aisle to position and muster the squadron at end of music: **"Squadron, Attention. Officers, Draw Swords. Report."**

Platoon CDRs: (sword salute in turn), **"[1st] platoon all present or accounted for, Sir."**

Adjutant: (sword salute) **"Very well."**

(Repeat)

Adjutant: **"Squadron, Parade Rest."** (About face)

0958 Escort OIC: Escorts Chaplain to podium.

0959 Adjutant: Comes to attention and calls over the shoulder, **"Squadron, Attention."**

1000 Narrator: **"Ladies and Gentlemen, we now begin the military Change of Command ceremony for Training Squadron NINE at which CDR Charles Paquin will be relieved by CDR Chris Demchak. Will all guests please rise for the arrival of the Official Party and remain standing for the National Anthem and Invocation."**

Arrival Honors for Official Party.

Bell Ringer: Rings bell for each VIP.

Narrator: **"[VIP Title], arriving."**

Boatswain: Pipes VIP aboard.

Adjutant: Sword salute till pipes end.

Platoon CDRs: Sword salute (key off Adjutant).

Parade Colors and National Anthem.

Narrator: After last person in official party is in place, **“Parade the Colors.”**

Adjutant, when color guard starts to march: **“Squadron, Present Arms.”**

Platoon CDRs: Perform sword salute.

Officers in ranks: Remain at attention and do not salute.

Color Guard: Positions in front of stage and presents the Ensign.

Narrator: **“Ladies and Gentlemen, please remain standing for our National Anthem.”**

Band plays National Anthem.

Narrator: **“Post the Colors.”**

Adjutant, when color guard stops: **“Squadron, Order Arms.”**

Invocation.

Narrator: **“The Invocation will be delivered by [TBD].”**

Adjutant: **“Squadron, Parade Rest.”**

Chaplain leads in prayer.

Narrator: **“Will all guests please be seated.”**

Introduction of Senior Officer.

CDR Paquin: Remarks.

Narrator: Leads applause.

Guest Speaker Remarks.

Guest Speaker: Remarks.

Narrator: Leads applause.

Presentation of Award.

CTW-1: Presents award to CO.

Narrator: Reads citation and leads applause.

CO Farewell Remarks & Gifts.

CDR Paquin: Remarks.

Escort OIC: Present gifts to designated guests on CO's signal.

Narrator: Leads applause at end of remarks.

Reading of Orders.

CDR Paquin: **"I will now read my orders."**

CDR Demchak: Joins CDR Paquin at the podium on his left.

Adjutant: **"Squadron, Attention."**

CDR Paquin: Reads relevant part of his orders.

CDR Demchak: **"I will now read my orders."**

CDR Demchak: Reads relevant part of his orders.

CDR Demchak: (salute CDR Paquin) **"Sir, I am ready to relieve you."**

CDR Paquin: (return salute) **"I stand relieved."**

Report Relief to Senior Officer.

CDR Paquin: (salute CTW-1) **"Sir, I have been relieved."**

CDR Demchak: (salute CTW-1) **"Sir, Training Squadron NINE reporting as ordered."**

Command Pin Ceremony.

Mrs. Demchak: Meet husband in front of the platform.

Narrator: **"In the Navy, a Commanding Officer can be instantly recognized by the wearing of a unique command badge on the uniform. Incumbent COs wear the badge on the right breast, veteran COs on their left. CDR Demchak's wife, Jen, will now correct her husband's uniform by properly placing the command badge."**

CDR Demchak: Escorts his wife back to her seat and then returns to the platform.

CDR Demchak: Gives first order as CO, **"Reconfigure Aircraft 109."**

Designated Officer: Removes placards from aircraft 109 to reveal CDR Demchak's name.

Enclosure (3)

New CO Remarks & Gifts.

CDR Demchak: **"Squadron, Parade Rest."**

Adjutant/New XO: Backs up CO on Parade Rest command.

CDR Demchak: Remarks.

Escort OIC: Present gifts to designated guests on CO's signal.

Narrator: Leads applause at end of remarks.

Benediction.

Narrator: **"Will the guests please rise for the Benediction."**

Chaplain: Benediction.

Navy Band: Plays Navy Hymn.

Dismissing the Command.

CO: **"Executive Officer, take charge and carry out the Plan of the Day."**

XO (sword salute); **"Aye Aye, Skipper."** (About face) **"Division Officers, take charge and carry out the Plan of the Day."**

Platoon CDRs: Sword salute, about face; **"Platoon, dismissed."**

Narrator: **"This concludes the ceremony. You are now invited to a reception in the VT-9 Training Room."**

Navy Band: Plays music for 3-5 minutes.